

GLOSSARY

Archival quality: A quality of reproduction consistent with established standards specified by state and national agencies and organizations responsible for establishing such standards, such as the Association for Information and Image Management, the American National Standards Institute, or the National Institute of Standards and Technology.

Archival record: Material created or received in the conduct of affairs that is preserved because of the enduring historical value or as evidence of the roles and responsibilities of the creator.

Backup: A copy of an electronic record maintained to protect information loss.

Bits: Short for binary digits, the smallest unit of information in a binary system. Each bit is assigned a 1 (high current) or a 0 (low current), where eight bits make up a byte.

Conversion: The act of moving electronic records to a different format, especially data from an obsolete format to a current format.

Compression: A computer process using algorithms that reduces the size of electronic files so that they occupy less digital storage space.

Data compression: Any of several techniques that reduce the number of bits required to represent information in data transmission or storage.

Digital image: See [Image](#)

Digital imaging: See [Imaging](#)

Disposition: Action to be taken on a records series at a specific time. May entail destruction, reformatting, transfer, or permanent retention.

Enterprise content management (ECM) system: Technologies used to capture, manage, store, preserve, and deliver content and documents related to organizational processes. [Electronic Document Management \(EDM\)](#) and [Electronic Records Management \(ERM\)](#) are components of ECM.

Electronic document management (EDM) system: Software that controls the capture, indexing, processing, storing, transferring, and use of electronic documents to facilitate workflow.

Manages documents as individual units, as opposed to preserving relationships to larger groups of documents that provide evidence of the same particular organizational function.

Electronic records management (ERM) system: Software that enables the capture and management of electronic documents as records. Typical ERM functions include declaration, capture, organization, security, retrieval, preservation, audit/oversight, and disposition.

Electronic shredding: The process of overwriting data instead of merely deleting it. Involves overwriting the file's data clusters, renaming the file with a randomly generated name, truncating the file to 0 bytes in length and deleting the renamed and truncated file.

File format: A specification for organizing data. Digital images and their associated metadata may be presented in a number of formats depending on compression schemes, intended use, or interoperability requirements. Some image formats are broadly decipherable, while others may only be accessible to certain application programs.

Identifying (or privacy-protected) information: According to [§18.2-186.3 of the Code of Virginia](#), identifying information includes social security numbers, driver's license numbers, bank account numbers; credit or debit card numbers, personal identification numbers (PIN), electronic identification codes, automated or electronic signatures and passwords.

Image: A graphic representation of an object. More specifically, a raster-based, two-dimensional, rectangular array of static data elements called [pixels](#), intended for display on a computer monitor or for transformation into another format, such as a printed page.

Image compression: The application of [data compression](#) on digital images.

Imaging: The process of electronically capturing the visual appearance of (usually) paper documents, also called "scanning" or "digitizing."

Index: Descriptive data associated with an image for retrieving that specific image from storage.

Legacy system: An existing computer system that must be accommodated when building new systems.

Life cycle: The creation, use, maintenance, and disposition of a public record.

Lossless compression: Reduction in file size without loss of information, achieved by storing data more efficiently.

Lossy compression: Reduction in file size that involves permanent loss of information. Algorithms selectively discard data in order to attain a greater size diminishment than is possible with lossless compression.

Magnetic media: Tape or disk coated with a magnetic surface used for storing electronic data.

Master image: A faithful digital reproduction of a document optimized for longevity and for production of a range of delivery versions.

Metadata: Data describing the context, content, and structure of records and their management through time.

Migration: The process of moving records from one hardware and/or software platform to another.

Nonproprietary: A format that is not owned by a private individual or corporation under a trademark or patent. It is in the public domain and is easily portable between various hardware and software systems.

Optical media: A data storage medium that utilizes laser technology to read information.

Pixel: Short for picture elements, which make up an image, similar to grains in a photograph or dots in a halftone. Each pixel can represent a number of different shades or colors, depending on how much storage space is allocated for it. Pixel size, frequency, and color determine the accuracy with which photographic images can be represented.

Proprietary: A format that is owned by a company or a private owner. Some proprietary formats are published and protected by intellectual property rights or copyright. Other proprietary formats are not published.

Public record: Recorded information that documents a transaction or activity by or with any public officer, agency, or employee of an agency. Regardless of physical form or characteristic, the recorded information is a public record if it is produced, collected, received, or retained in pursuance of law or in connection with the transaction of public business. The medium on which such information is recorded has no bearing on the determination of whether the recording is a public record.

Quality assurance: The process by which the total product is examined to ensure that the quality criteria initially established in the preproduction test has been met.

Quality control: Techniques to ensure accuracy and high quality through various stages of a process.

Record copy: An original, official, or master record that is distinct from a "working" or "convenience" copy, which is a duplicate used for reference purposes.

Records analysis: The examination and evaluation of systems and procedures related to the creation, processing, storage, and disposition of records.

Records Retention and Disposition Schedule: A Library of Virginia–approved timetable stating the required retention period and disposition action of a records series. The administrative, fiscal, historical, and legal value of a public record shall be considered in appraising its appropriate retention schedule.

Refresh: The process of periodically moving records from one storage medium to another.

Resolution: The measure of the quality of a digital image, usually expressed in dots per inch (DPI).

Retention period: The length of time a record is kept.

Scanning: See [Imaging](#)

Solid state media: A data storage medium that uses solid-state memory with no moving parts.

Standards: Rules typically developed, adopted, and promoted by large organizations that can advocate for their broad usage. Data standards enable the exchange of data while technology standards enable the delivery of data between systems.

Taxonomy: System or technique of classification.

Vital record: A record essential to the operation of an organization and/or resumption of operations following a disaster.

Workflow analysis: The examination and evaluation of the tasks, procedural steps, staff involved, required input and output information, and tools needed for each step in a business process.